

**Town of Surfside**  
**Request for Proposals RFP No. 2018-04**  
**Marketing Services for Tourist Bureau**

**Addendum No. 1**

Date Issued: May 12, 2018

To All Proposers:

Proposers for the above-referenced RFP shall take note of the following changes, additions, deletions or clarifications to RFP No. 2018-04, which in accordance with the RFP Documents shall become a part of and have precedence over anything shown or described otherwise in the RFP.

**TOWN RESPONSE TO PROPOSER QUESTIONS:**

1. **Question:** I did have a question about the May 16 mandatory meeting. I would like to know if it is possible to attend this meeting via video conference or phone?

**Response:** Yes, the mandatory pre-submittal meeting may be attended by video conference or other telephonic system arranged by the proposer with the Town. The Town takes no responsibility for the capability or process in attending via video conferencing or telephone system, and any proposer electing to participate in this format shall be responsible to arrange with the Town the process or system utilized. The in-person short listed presentation must be in person, as well any meetings of the Tourist Board or Commission where selection and award of a proposer is considered or made. In addition, there's an expectation that the successful proposer will attend regular meetings (Tourist Board, Commission and others) as needed to perform the services.

2. **Question:** Can you define the annual budget?

**Response:** Not at this time.

3. **Question:** Mandatory meeting: our firm is in NY, but we are very interested in participating in this bid? Can we be present by video chat? Present, no...attend Mandatory pre-RFP meeting, yes.

**Response:** Please see response to Question 1.

4. **Question:** Is anyone outside the state disqualified?

**Response:** No, out of state proposers may submit a proposal, provided the company is or will register to do business in the State of Florida and meets the performance requirements for the services.

5. **Question:** Whether companies from Outside USA can apply for this? (like from India or Canada).

**Response:** No, foreign companies present operational and procedural challenges.

6. **Question:** Whether we need to come over there for meetings?

**Response:** Yes, please refer to response in Question 1.

7. **Question:** Can we perform the tasks related to the RFP outside USA? (like from India or Canada)?

**Response:** No, please refer to response in Question 5.

8. **Question:** Can we submit the proposals via email?

**Response:** No, please refer to the requirements of the RFP for submittal. Hand-delivery or mail service only.

All other documents, requirements, terms and conditions of the RFP remain the same. All proposers must acknowledge receipt of this Addendum No. 1 and submit a signed copy of this form with their proposal.

Proposer:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_